



KAPPA ALPHA ORDER
National Administrative Office
at Mulberry Hill

To: Active Chapters
Advisory Council

From: Larry Stanton Wiese, Executive Director
Anthony Graziani, Assistant Executive Director for Chapter Services

Date: August 6, 2018

Subject: Funds of the Order Bill Pay Accounts

All Active Chapters shall utilize OmegaFi's Bill Pay service beginning this fall to simplify the payment of all national dues and fees.

How it works:

- 1) OmegaFi sends itemized statements to each member.
- 2) Member payments to chapters are processed by OmegaFi for disbursement.
 - a. Chapter dues are sent to your local bank based on your current settings.
 - b. National dues and fees are sent to a restricted Funds of the Order Bill Pay Account to be held in trust for payment to the Order.
- 3) Kappa Alpha Order sends chapter statements to OmegaFi which can be viewed in Vault.
- 4) Chapters will use the monies held in the Funds of the Order Bill Pay Account to satisfy their national dues and fees.
- 5) OmegaFi will process the payments directly to Kappa Alpha Order on your behalf.

Frequently Asked Questions:

What does this mean for my chapter?

The portion of your dues that are used to pay national dues and fees will be itemized and restricted in the Funds of the Order Bill Pay Account when payments are received through OmegaFi.

Does Bill Pay cost money?

Bill Pay is an OmegaFi service that Kappa Alpha Order provides its chapters at no additional cost. In fact, Kappa Alpha Order chapters can use the same service to itemize housing fees, meals, utilities, social fees and even eliminate the need for a local bank account.

Does my chapter have to change what it charges members?

To fully fund your Bill Pay account so that you can pay your national dues and fees, you will be required to itemize for each member at least as much as your 2018-2019 national dues and fees. Your chapter bill will be calculated by the Order as usual. Any difference will be made up with transfers from your local checking account.

What are the advantages of OmegaFi's Bill Pay for all chapter payables?

- **Budget integration:** disbursements via Bill Pay are automatically tracked for reports and comparison to the established budget.
- **Separate Bill Pay accounts:** as shown above, chapters can maintain separate Bill Pay accounts for operations, housing, kitchen and a reserve for membership fees for new initiates to ensure the money is there when you need it.
- **Record keeping:** all invoices are stored in the chapter's account along with important vendor records, contracts and communications; invoices are less likely to be misplaced over the summer or overlooked.
- **Transparency:** approved officers/advisors can view all transactions (income & expenses) on Vault, thus reducing the likelihood of fraud or misuse. Also, every member will see his contribution to chapter and national dues.
- **IRS reporting:** revenue and expense detail is automatically classified as required by the IRS, making completion of the Form 990 each year much easier.

Training and support

Your OmegaFi Chapter Services Representatives is available to work with chapter administrators/advisors to answer any questions. We look forward to this new development and the positive impact it will have on the financial operations of all Active Chapters.